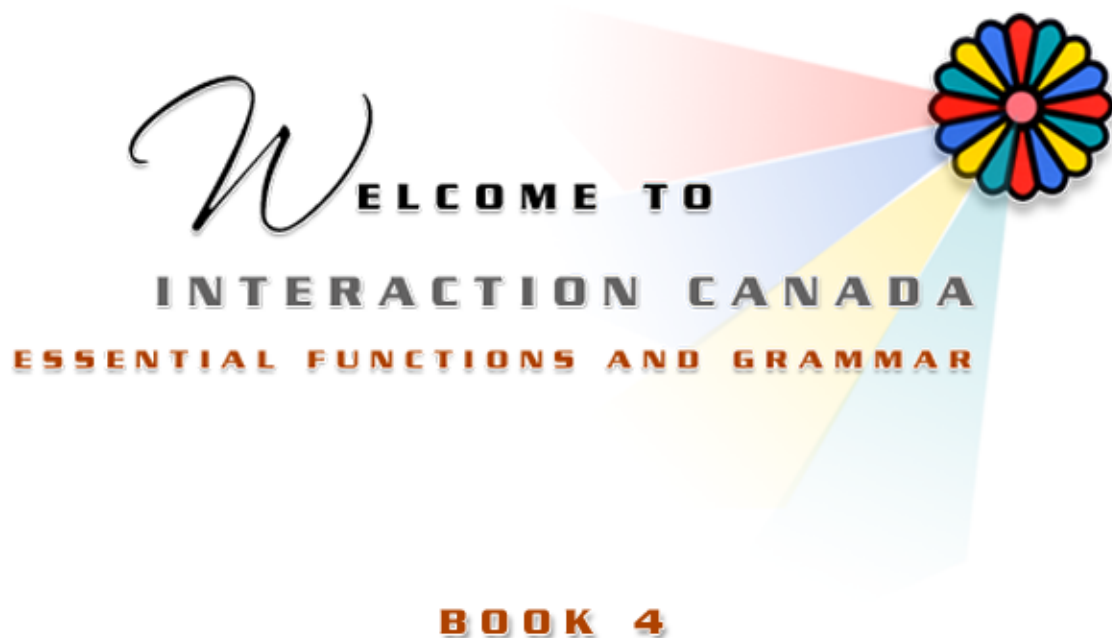




École de la fonction
publique du Canada

Canada School
of Public Service

ÉCOLE DE LA FONCTION
PUBLIQUE DU CANADA
CANADA SCHOOL
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BOOK 4

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CREDITS

Development and Learning Technologies Directorate
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Unit 37

GIVING ASSURANCE

STUDY

"Will" Future

affirmative

will = 'll

I'll call

you'll call

he'll/she'll call

...

negative

will not = won't

I won't call

you won't call

he/she won't call

...

The **will** future is often used to give assurance or promise action.

I'll do my time sheet first thing tomorrow morning.

He'll see you in a few minutes. **He won't be** long.

Time Expressions Used When Giving Assurance

today

tomorrow

next week

by Wednesday

before Wednesday

shortly

soon

as soon as possible

until next month

Future Time Clauses

A clause is a part of a sentence. It has a subject and a verb.

In future time clauses, use the **simple present**, NOT the **will** future.

I'll ask her ^(future time clause) **as soon as I see her.**

He won't leave ^(future time clause) **until they arrive.**

Connectors

when

as soon as

before

after

until

Direct and Indirect Objects

A **direct object** receives the action of the verb directly.

I'll send ^(direct) the document right away.

An **indirect object** is affected by the verb indirectly.
The indirect object sometimes takes the prepositions **to** or **for**.

Note the **direct** and **indirect** objects and their position in the sentences:

I'll send ^(direct) the document ^(indirect) to you right away.

I'll send ^(indirect) you ^(direct) the document right away.

He'll get ^(direct) a copy ^(indirect) for us.

He'll get ^(indirect) us ^(direct) a copy.

Unit 38

DESCRIBING THINGS

STUDY

ASKING FOR A DESCRIPTION

GIVING A DESCRIPTION

Features

Could you describe the kitchen for me?	It's quite big. The cupboards are oak.
What're the floors like?	They're all hardwood, except in the kitchen.
Has it got a fireplace? Does it have a fireplace?	No, it doesn't.
What about storage space?	There's a big basement and lots of closets.
What kind of heating does it have? What kind of heating has it got?	It has electric heating. It's got electric heating.

Dimensions

How big's the lot?	It's a nice size. 50 feet by 90.
Could you tell me the size of the pool?	It's 16 feet wide and 32 feet long .

Materials things are made of

What're the windows made of?	They're (made of) aluminum.
Is the fireplace (made of) brick or stone?	It's stone, with a built-in screen.

Unit 39

ASKING PERMISSION

STUDY

Modals

A modal is a special kind of verb with particular characteristics.

Modals, for example:

- don't take "s" on the third person singular
- don't use "do" to make questions and negatives

Can, **could** and **may** are some examples of modal verbs. They are often used when asking permission.

May is considered more formal than **can** and **could**.

e.g.

Can I use your phone for a few minutes?

Could I use your phone for a few minutes?

May I use your phone for a few minutes?

Asking Permission

When asking permission, we often give reasons. When giving reasons, we often use "have to" to express obligation.

I was wondering if I could leave work for about an hour this afternoon. I have to see my bank manager.

Can I take an extra half hour for lunch? I have to pick up my car at the garage.

Would it be possible for me to take my day off on Thursday this week?

Do you think I could take two days leave next week? I was thinking of visiting my sister in Toronto.

Is it all right if I switch shifts with Tom tomorrow?

Do you mind if I take my coffee break early?

Giving Permission

Yes, of course.

I don't see why not. Sure. Go ahead.

Certainly. No problem.

Sure, that's fine.

No, not at all.

Refusing Permission

When refusing permission, we usually express regret and/or give reasons.

I'm sorry, Walter, but Carol has a rush job for you this afternoon.

I'd rather you didn't go. We have a meeting at one.

We're already short-staffed for next week. **I don't think** I can let you go.

Not really. We need an experienced person like yourself on the late shift.

Unit 40

MAKING COMPARISONS

STUDY

MAKING COMPARISONS

Comparing people or things with other people or things: comparatives

This model's a lot **cheaper than** the others.

Melanie's much **taller than** her sisters.

These models're **more expensive than** that one.

Intensifiers Used With Comparatives		
a bit	quite a bit	a lot
a little (bit)	even	(so) much
slightly		far

Comparing people or things within a group: superlatives

It's **the cheapest** model on the market.
It's **the most economical** model you can get.

Adjective Forms

	Comparative	Superlative
Adjectives of one syllable cheap big	- er cheaper (than) bigger (than)	- est the cheapest the biggest
Adjectives ending in -y easy funny	easier (than) funnier (than)	the easiest the funniest
Adjectives of two or more syllables interesting boring expensive	more/less more interesting (than) more boring (than) less expensive (than)	the most/the least the most interesting the most boring the least expensive
Some two-syllable adjectives can take either form of the comparative or superlative.		
gentle quiet	gentler (than) or more gentle (than) quieter (than) or more quiet (than)	the gentlest or the most gentle the quietest or the most quiet
Irregular good bad	better (than) worse (than)	the best the worst

Unit 41

SOCIAL EXPRESSIONS

STUDY

OFFERING GOOD WISHES

Congratulations

Congratulations on your new job.
I hear you got a new job. **Congratulations!**

Going on a holiday

Enjoy your holiday.
Hope you have a nice vacation.
Have a good holiday.

Someone's leaving

Best of luck. We're going to miss you.
I want to wish you all the best.
I hope everything works out for you.

Good luck

Good luck. I'm sure you'll do well.
Best of luck.
Break a leg.

A toast

Cheers!
Bottoms up!
To your health!
(Here's) to a good vacation!

SPECIAL GREETINGS

Happy Birthday/Anniversary.

Happy New Year.

Happy Gantan-sai. (Shinto - New Year)

Happy Naw Ruz. (Baha'i, Zoroastrianism - New Year)

Happy Rosh Hashanah. (Judaism - New Year)

Happy Songkran. (Buddhism, Asia - New Year)

Happy National Aboriginal Day. (First Nations)

Happy Kwanza. (African-American)

Happy Easter. (Western Christianity)

Happy Paschal. (Eastern Christianity)

Merry Christmas. (Christianity)

(Hope you) have a nice/merry Christmas.

(Hope you) have a happy Diwali. (Hinduism)

(Hope you) have a happy Hanukkah. (Judaism)

(Hope you) have a blessed Ramadan. (Islam)

(Hope you) have a joyous Ridvan. (Baha'i)

(Hope you) have a happy Wesak. (Buddhism)

(Hope you) have a great holiday.

APOLOGIZING

I'm really sorry about the mix-up.

Sorry I was late for the meeting.

I'm sorry I didn't let you know sooner.

I'm sorry if I offended you.

I'd like to apologize for what I said.

RESPONDING

Don't worry about it. No harm done.

No problem. These things happen.

It's O.K., but next time try and let me know in advance.

That's O.K. I know you didn't mean it.

It's all right. I understand.

OFFERING SYMPATHY

Condolences

Larry **told me about** your father. **Please accept my condolences.**

I heard about your brother. **I'm so sorry.**

I heard about your brother. **I'm awfully sorry.**

Misfortune

I was really sorry to hear about your accident. **It must have been really awful.**

I heard about the fire at your place. **What a terrible thing to happen!**

It's too bad about the contest, but there's always next time.

Unit 42

TELLING WHAT HAPPENED

STUDY

Past Continuous

The past continuous is often used to give the background action when telling what happened.

affirmative

I was leaving
you were leaving
he/she was leaving
we were leaving
you were leaving
they were leaving

interrogative

was I leaving?
were you leaving?
was he/she leaving?
...

negative

I wasn't leaving
you weren't leaving
he/she wasn't leaving
...

Past Time Clauses

Past time clauses with the simple past and past continuous are used in telling what happened.

SIMPLE PAST

I finished the book **before I went** to bed.

I waited **while Bill typed** the letter.

When they arrived, we were watching T.V.

PAST CONTINUOUS

I worked in a factory **when/while I was living** in London.

Just as/When I was leaving, the phone rang.

Connectors

while	before	and
when	after	so
as		because

The Past Continuous and the Simple Past

When the past continuous and the simple past are used together:

The **past continuous** expresses a background action.

The **simple past** expresses a past action which occurred while the background action was going on.

I **saw** a fire on Elmwood Street ^(background action) as I **was coming** to work this morning.

^(background action) He **was helping** me move some furniture and he **hurt** his back.

^(background action) She **was talking** to Claire so I **didn't disturb** her.

I **shut off** the humidifier ^(background action) because it **was making** too much noise.

Unit 43

LEAVING AND TAKING A MESSAGE

STUDY

Offering to Take a Message

Would you like to leave a message?
Do you want to leave a message?

Can I take a message?
Could I take a message?

Do you want me to give him a message?

Leaving a Message

Can you ask him to call me at 283-7049?
Could you ask him to call me at 283-7049?
Would you ask him to call me at 283-7049?

(Would you) have him call me (back) as soon as possible?

(Could you) tell him that I called.
Just say that I called.

Checking Information

Your name again is?
Could/Can you give me your name again, please?
And your number was 283-7049?
What did you say your phone number was?
Could I have your phone number again, please?

When you have asked for information to be repeated, it is appropriate to thank the caller for doing so.

Thanking

Thank you (very much).
Thanks (a lot).

Unit 44

TALKING ABOUT INTENTIONS

STUDY

Asking About Intentions

Do you have any idea what you're going to do?
Have you decided what you're going to do?

What are you planning on doing?
What are you planning to do?

(Have) you got any plans?

What're you going to do about your debts?

What do you intend to do after you leave?

(Do you) think you'll get another job?

Are you thinking of going back to school?

Talking About Intentions

Definite Plans

I'm going to get another job right away.

I'm planning to go back to university.

I've decided to go back to the Maritimes.

I've made up my mind to go back to the Maritimes.

No Plans/Undecided

I don't really know what I'm going to do.

I'm not sure what I'm going to do.

I haven't really thought about it (yet).

I haven't really made up my mind (yet).

I haven't really decided (yet).

I don't have any (definite) plans for the time being.

Tentative Plans

Maybe I'll change careers.

Perhaps I'll change careers.

I'll probably get another job.

I'm thinking of taking a year off.

I thought I'd take a holiday.

I think I'll take a holiday.

I'd like to travel a bit.

I'm hoping to travel a bit.

Might and **may** are often used to talk about tentative plans.

I might take a bookkeeping course.

I may take a bookkeeping course.

The past continuous is also used to make plans sound more tentative.

I was thinking of buying a new car.

I was planning to start my own business.

I was hoping to start my own business.

Conditional Sentences

Conditional sentences are sometimes used to express tentative plans.

Use:

the **simple present** to express the **condition**.

the **future tense** to express the **intention**.

Conditions with **if**

(condition)

(intention)

If my boss **gives** me some time off, **I'll take** a holiday in July.

(condition)

(intention)

If the weather **is** nice, **we're going to** play some golf.

Conditions with **unless**

Unless expresses a negative condition.

I'll be home at seven **unless** I miss the bus.

I'll be home at seven **if** I **don't** miss the bus.

We'll go sailing **unless** it rains.

We'll go sailing **if** it **doesn't** rain.